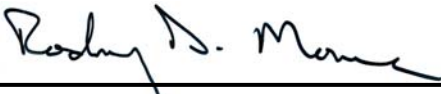


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 6	Number 18	Effective Date 09/15/06	Review Date 2010
Subject INFECTIOUS DISEASES			☐ New Order ☒ Replaces G.O. 0602-22, (08/06/04)
References CALEA 71.3.1 and 71.3.2 VLEPSC OPR.08.02 and PER.10.01 VA Code 32.1-45.2 and 18.2-62 General Order 1-13			
 _____ Chief of Police or Designee		09/15/06 _____ Date	

I. PURPOSE

The purpose of this Order is to establish **guidelines** for Department personnel who **may** come in contact with persons with infectious diseases.

II. POLICY

It is the policy of the Department to provide guidance and the necessary protective equipment to reduce the risks of employees contracting infectious diseases. The risk of exposure to infectious diseases exists in policing. Department personnel should take all appropriate precautions as outlined in this directive to minimize their risk. This policy identifies the most prevalent infectious diseases, prevention strategies, protection procedures, precaution guidelines, and reporting procedures. The Department's Safety Officer shall be the coordinator of any communicable disease program. He/she shall be responsible for periodic training/retraining and maintenance of records of all employees. All records dealing with communicable disease exposure shall be kept strictly confidential.

III. PROCEDURE

Infectious Diseases – The most prevalent infectious diseases which pose a threat of infection to Department personnel are: Acquired Immunodeficiency Syndrome (AIDS), Meningitis, Tuberculosis, Herpes, Diarrhea Diseases and Hepatitis.

A. Prevention of Exposure:

The objective of prevention is to establish protective measures, which prevent or reduce the risk of direct exposure of Department personnel to infectious diseases. These diseases can be categorized into two exposure risks:

1. Those diseases that may be contracted via the respiratory route, Tuberculosis or direct contact with the saliva, Meningococcal Meningitis.
2. Those diseases that may be contracted through direct contact with body fluids such as blood, saliva, mucous membrane secretions, urine, feces and intimate sexual contact, Diarrhea, Hepatitis A, Hepatitis B, and AIDS. Herpes is not transmitted through direct contact with these fluids, but transmitted via lesion drainage.

B. Protection and Precaution Guidelines:

The level of protection and precautions taken by Department personnel against infectious diseases should be based on subject or situation evaluation and good judgment. While anyone can be infectious, some groups within the population are at a higher risk than others. When a subject is known or suspected of having an infectious disease or there is risk of an exposure, Department personnel shall take protective and precautionary measures:

1. Any Department employee who has a cut, abrasion, rash, wound, etc. on his/her skin shall use extreme caution while conducting a search or making an arrest or rendering assistance to any person who is suspected of having an infectious disease. Personnel shall cover these areas on the skin with clean dry bandages to create a "self-help" barrier against infection.
2. Avoid contact with open skin lesions of infected persons and avoid contact with body fluids and blood of persons suspected of having infectious diseases.
3. Extraordinary care shall be taken to avoid accidental wounds from sharp instruments contaminated with infectious materials such as hypodermic needles, knives, etc. These items shall be stored in disposable sharps containers for proper disposal via the Property & Evidence Unit.
4. All authorized personal protective equipment shall be purchased through the officer's operation. Disposable protective equipment, rubber gloves, disposable coveralls and CPR pocket masks, is recommended for use by Department personnel. In an emergency situation, the patient or subject contact may have to begin without this protective equipment.
5. Rubber gloves shall be worn when searching or rendering assistance to persons suspected of having an infectious disease. Gloves shall be worn to avoid skin contact with blood, specimens containing blood, blood-soiled items, body fluids, excretions and secretions, as well as, surfaces and objects exposed to contamination. If there is a potential for exposure to the sources listed above, it is recommended that gloves be worn, even in the absence of any additional evidence suggesting contamination.
6. Rubber gloves shall be removed and turned inside out as soon as exposure is terminated. Hands shall be washed thoroughly after handling persons suspected of having an infectious disease, especially if they become contaminated with blood or other body secretions. Hand washing is

recommended even if gloves have been worn. A soap that produces lather is preferred over an abrasive soap. CAREFUL HAND WASHING IS PROBABLY THE MOST IMPORTANT AND EFFECTIVE METHOD OF PREVENTING THE SPREAD OF VARIOUS INFECTIOUS DISEASES.

7. Disposable coveralls are recommended if clothing is subject to being soiled with blood or other body fluids.
8. When performing Cardiopulmonary Resuscitation (CPR), the pocket mask with a one-way valve is recommended, if exposure of mouth to blood or saliva is likely. After use, the one way mouth valve and the mask should be disposed of properly.
9. Soiled or used disposable gloves, coveralls, CPR pocket masks and emergency blankets shall be placed in a biohazard bag and transported by the ambulance with the subject to the Hospital or Medical Examiners office for disposal.
10. Soiled clothing shall be removed as soon as possible, placed in the biohazard bag and transported to Property & Evidence for disposal by the contracted vendor.
11. Clean up blood and other body fluid spills on persons, clothing, and in vehicles with soap, water and a 1:10 solution of bleach and water (dilute 1 part bleach to 10 parts water). WEAR GLOVES DURING THIS PROCEDURE. This bleach/water solution will be mixed and stored in an approved container at the Precincts in the designated area. It shall not be stored in the vicinity of any type of food product. The container shall be labeled with a poison insignia and the words "Diluted Bleach" written conspicuously across the front of the container.
12. Department personnel who are the victims of human bites shall immediately encourage the wound to bleed by applying pressure and "milking" the wound.
13. Department personnel who are the victims of human bites shall immediately (or as soon as practical thereafter):
 - a. Wash the area thoroughly with soap and hot water.
 - b. Respond to Retreat Hospital, 2621 Grove Avenue, Richmond, Virginia (Employees Medical Services) for medical treatment.

C. Reporting Procedures:

1. Reporting exposure to infectious diseases has the same requirements as for any injury, ***in addition to completing*** the "Infectious Disease Exposure Report".
 - a. It is important to obtain all the medical information available on the patient or subject suspected of having any infectious disease in order that an evaluation can be made by Employee Medical Services (EMS).

- b. This information shall be obtained by the officer involved (if possible) or the supervisor investigating the exposure and recorded on the "Employer's First Report of Accident" form and Supervisors Investigation of Injury (PD-33) reports.
 - c. The supervisor investigating the infectious disease exposure or human bite shall ensure that the arrestee is asked to submit to a blood test, which shall be performed at Medical College of Virginia (MCV) by qualified personnel.
 - 1) If the arrestee refuses to consent to a blood test, the supervisor shall obtain the assistance of the Commonwealth's Attorney's office in pursuing any legal means available to compel submission. See §32.1-45.2 and §18.2-62 of the Code of Virginia for specific procedure in such a case.
 - 2) This information shall be recorded on the PD-33 report, indicating whether or not the arrestee consented to the test and where the test was conducted.
2. An exposure is defined as contact by a needle stick, open cut, burn or abrasion contaminated by bodily materials such as blood, pus, saliva, urine, semen or stool, known ingestion of such materials, active coughing by subject directly into the face or body fluid splashed into the eyes or a human bite.
- a. The mere presence by Department personnel in the same area with an infected subject does not constitute an exposure.
 - b. Only an actual exposure shall be reported and require the appropriate medical treatment to be obtained.
 - c. If an actual exposure has occurred, the Employer's First Report of Accident form and PD-33 reports shall be completed and medical treatment received from **EMS**. The Infectious Disease Pathogen Exposure Report will also be completed and signed by the attending medical authority.
 - d. The employee's **supervisor** shall contact the Department's Safety Officer the next day, if a report is made (*i.e. The Employer's First Report of Accident form, PD-33 and/or the Infectious Disease Pathogen Exposure Report*).
 - e. All follow-up medical testing and treatment shall be coordinated with the Department's Safety Officer, the appropriate first line supervisor and Retreat Hospital.

D. Transportation of Custodial Arrestees:

- 1. All custodial arrestees who have or are suspected of having an infectious disease and are sick or injured shall be transported to a medical facility by ambulance.

2. All custodial arrestees who have or are suspected of having an infectious disease and are not sick or injured may be transported by the patrol wagon.
3. The transporting officer shall notify his/her immediate supervisor prior to transporting.
4. Officers entering a medical facility shall be governed by the facility's rules and regulations (***Refer to General Order 1-13, Hospital and Emergency Room Regulations***).
5. General Guidelines ***for Officers***:
 - a. Do not put fingers in or near the ***arrested*** individual's mouth.
 - b. Arrestees with body fluid exposures shall be separated from others during transport. ***If*** a person is bleeding or producing a fluid, ***the officer*** shall wear a protective covering.
 - c. Notify other support personnel or law enforcement officers during a transfer of custody that the arrestee has fluids on his/her person or that the arrestee has stated that he/she has a communicable disease. Booking forms should so state ***the aforementioned condition of the arrestee***.

E. Confidentiality:

1. Confidentiality of information concerning test results is paramount. The victim has a right to privacy regarding employer-maintained information about his/her health. No need exists for a supervisor routinely to know that a person tests positive for HIV or Hepatitis B. The Department views a breach of confidentiality as a serious disciplinary problem, which may result in suspension or termination of employment.
2. Under most circumstances, medical authorities will retain confidential records, unless the employee tested requests ***in writing that his/her records be released*** or state law requires ***the release of the aforementioned records***.

F. Positive Test Results:

1. Any ***employee*** who tests positive for HIV or Hepatitis B shall not be summarily removed from duty. The Department shall ensure continued testing, if necessary, of members for evidence of infection and shall provide psychological counseling if necessary. The Department shall alter an employee's assignment only when he or she can no longer perform the required duties.
2. Any person who tests positive for tuberculosis may be restricted from working for a period of time until the attending physician ***verifies that*** he/she is non-communicable. The medical evaluation will determine the stage and type of disease the person has contracted and if he/she is contagious.

G. Job Performance:

1. Communicable Disease: Infected employees shall continue working as long as they maintain **an** acceptable performance **level** and do not pose a safety or health threat to themselves, members of the Department or the public.
2. **Whenever** feasible, an employee who has medical complications from a communicable disease will be reassigned to another job.
3. The Department may require an employee to be examined by the City Medical Review Officer to determine if he/she is able to perform his/her duties without hazard to him/her self or others.

H. Federal Law:

Employees infected by communicable diseases are generally protected by the Federal Rehabilitation Act of 1973.

I. Records:

The agency maintains a record for each employee detailing incidents of occupational exposure including information on vaccination status, the results of examinations and tests and any other relevant information. These records are retained by the Chief **of Police** or designee in **a** secure storage **location** for the duration of tenure of employment plus 30 years and shall not be disclosed or reported without the **expressed** written **consent** of the employee.

IV ROLES AND RESPONSIBILITIES

A. ***The Department's Safety Officer:***

- ***Be the coordinator of any communicable disease program for the Department.***
- ***Be responsible for periodic training/retraining of Department members and the maintenance of related records of all employees. All the records dealing with communicable disease exposure shall be kept strictly confidential by the Safety Officer.***
- ***All follow-up medical testing and treatment shall be coordinated with the Department's Safety Officer, the appropriate first line supervisor and Retreat Hospital***

B. ***Department Members:***

- ***Should take all appropriate precautions to minimize their risk for the most prevalent infectious diseases when handling arrestees by maximizing the use of prevention strategies, protection procedures, precaution guidelines and reporting procedures.***
- ***Be aware of and participate in training opportunities to minimize their risk for the most prevalent infectious diseases; and prevent or reduce the risk of direct exposure of Department personnel to infectious diseases.***

- *If compiling an Infectious Disease Exposure Report, the involved officer shall obtain all the medical information available on an arrestee or patient or subject suspected of having any infectious disease in order that an evaluation can be made by Employee Medical Services (EMS).*

C. **Supervisors:**

- *If the medical information regarding the arrestee suspected of having any infectious disease cannot be obtained by the officer involved, the supervisor shall investigate the exposure and record on the Employer's First Report of Accident form and Supervisors Investigation of Injury Reports (PD-33).*
- *Ensure that the arrestee is asked to submit to a blood test, which shall be performed at Medical College of Virginia (MCV) by qualified personnel.*
- *If the arrestee refuses to consent to a blood test, the supervisor shall obtain the assistance of the Commonwealth's Attorney's office in pursuing any legal means available to compel submission. This information shall be recorded on the PD-33 report, indicating whether or not the arrestee consented to the test and where the test was conducted.*
- *Only an actual exposure shall be reported and require the appropriate medical treatment to be obtained.*
- *If an actual exposure by the Department member has occurred, the Employer's First Report of Accident form and Line of Duty Injury-Supervisor's Investigation Form (PD-33) reports shall be completed and medical treatment received from EMS. The Infectious Disease Pathogen Exposure Report will also be completed and signed by the attending medical authority. Ensure that all custodial arrestees who have or are suspected of having an infectious disease and are sick or injured shall be transported to a medical facility by ambulance.*
- *Ensure that all custodial arrestees who have or are suspected of having an infectious disease and are not sick or injured may be transported by the patrol wagon.*
- *Ensure that the transporting officer shall notify his/her immediate supervisor prior to transporting.*
- *Ensure that officers entering a medical facility are aware that they are governed by the facility's rules and regulations. (Refer to General Order 1-13, Hospital and Emergency Room Regulations).*
- *Ensure that officers separate arrestees with body fluid exposures from others during transport and if a person is bleeding or producing a fluid, the officer wears a protective covering.*
- *Ensure that other support personnel or law enforcement officers are notified during a transfer of custody that the arrestee has fluids on his/her person or that the arrestee has stated that he/she has a communicable*

disease. Booking forms should so state the aforementioned condition of the arrestee.

- *Ensure that if a Department member is exposed to an infectious disease, the employee's supervisor contacts the Department's Safety Officer the next day. The supervisor shall complete the Employer's First Report of Accident form, (PD-33) and/or the Infectious Disease Pathogen Exposure Report.*
- *Under most circumstances, medical authorities will retain confidential records. Ensure that unless the employee tested requests, in writing, that his/her records be released or state law requires the release of the aforementioned records, that the records are not released.*
- *Ensure that any employee who tests positive for HIV or Hepatitis B is not summarily removed from duty; and, ensure continued testing, if necessary, of members for evidence of infection and ensure that the employee is provided psychological counseling, if necessary.*
- *Ensure that the Department alters an employee's assignment only when he/she can no longer perform the required duties.*
- *Ensure that any person who tests positive for tuberculosis may be restricted from working for a period of time until the attending physician verifies that he/she is non-communicable.*
- *Ensure that infected employees with communicable diseases continue working as long as they maintain an acceptable performance level and do not pose a safety or health threat to themselves, members of the Department or the public.*
- *Ensure that whenever feasible, an employee who has medical complications from a communicable disease be reassigned to another job.*
- *Ensure that an employee be examined by the City Medical Review Officer to determine if he/she is able to perform his/her duties without hazard to him/her self or others.*

D. The Chief of Police or Designee:

Ensure that the Department maintains a record for each employee detailing incidents of occupational exposure including information on vaccination status, the results of examinations and tests and any other relevant information. These records are retained in a secure storage location for the duration of tenure of employment plus 30 years and shall not be disclosed or reported without the expressed written consent of the employee.

VI. FORMS

- *Employer's First Report of Accident form*
- *The Infectious Disease Pathogen Exposure Report.*

- *Line of Duty Injury-Supervisor's Investigation form (PD-33)*